

## CITY GOVERNMENT

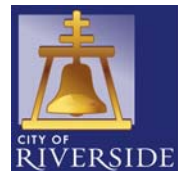
The City of Riverside was incorporated in 1883 and operates under the Council-Manager form of government established by City Charter in 1953. Seven members make up the City Council, elected for four-year terms by geographically designated wards (districts). The Mayor is elected at large and serves as Presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but votes only to break a City Council tie-vote. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore. The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter.

The City's total budget of \$653.2 million reflects a regular full time staff of approximately 2600. The City provides all traditional municipal services and also operates electric and water utilities, a municipal airport, library, and museum.

The City Manager indirectly supervises all City departments. Assistant City Managers supervise the departments of Public Utilities, Police, Public Works, Fire, General Services, Human Resources, Information Technology, Museum, Library, Community Development, Development, Airport, and Parks, Recreation and Community Services, as well as the City's financial operations.

Riverside emphasizes public participation through 17 advisory boards and commissions which review issues and make recommendations on a broad range of topics.

## APPLICATION AND SELECTION PROCESS



### ***An Equal Opportunity Employer***

For additional information regarding this opportunity, contact:

Sandra Maynard-Jones  
Human Resources Department  
3780 Market St., Riverside, CA 92501  
(951) 826-5808—Fax (951) 826-5943  
[www.riversideca.gov](http://www.riversideca.gov)

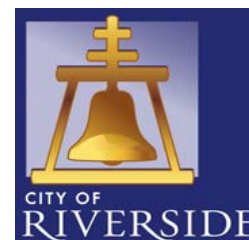
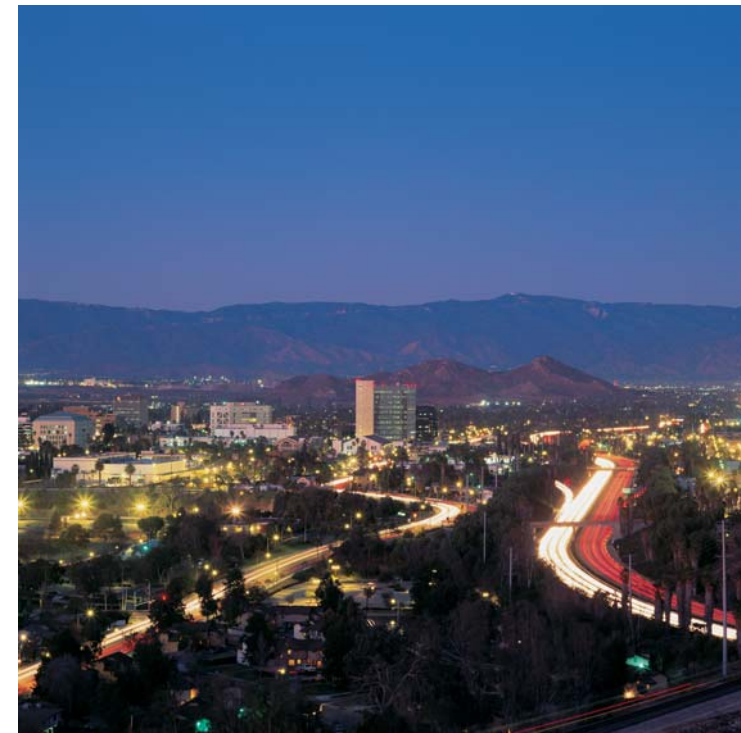
**Applications will be accepted until 5:00 pm on Friday, October 20, 2006.** To be considered, please submit a City application. Applications are available online at: [www.riversideca.gov](http://www.riversideca.gov) Please reference Job Code 75511.

Applications will be reviewed in relation to the criteria outlined in this brochure. Applications will be screened and successful candidates may be invited to compete in an oral interview. Candidates meeting the minimum qualifications will be placed on an eligibility list.

*Our core values are integrity and credibility, commitment to service and action, accountability, inclusiveness and diversity, loyalty, personal growth, innovation, and teamwork.*

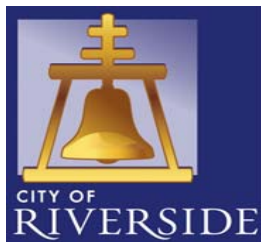
## **The City of Riverside Is Seeking An Experienced And Dynamic Professional To Serve As**

## **ASSISTANT BUILDING OFFICIAL**



**Be a part of this exciting, creative and cooperative environment where you can make a difference. This is an exceptional leadership opportunity in a fast-paced, technologically-oriented, and community-focused organization.**

## THE POSITION



Under administrative direction, to assist the Building Official in the organizing and directing of all Building and Safety Division activities; to plan, supervise and review the work of professional, technical, and clerical staff; to perform plan review, inspection, administrative and related services as assigned, and to perform related work as required.

## INFORMATION

Typical duties may include:

- Assist in planning, organizing, and supervising Building Division functions including plan check, inspection, code interpretation, and office operations; review and recommend policies and procedures to ensure continuity and consistency.
- Provide information and assistance at the public counter; confer with and give information to homeowners, contractors, architects, engineers, and the public regarding inspections, building codes, and department policies; investigate complaints.
- Act as the Division's Custodian of Records; supervise the maintenance of department records and equipment to assure proper operation of the Building Division.
- Review plans for compliance with state and local codes; issue permits.



## THE BUILDING AND SAFETY DIVISION

Building and Safety is a division of the City of Riverside's Community Development Department. The Building and Safety Division currently has 24 employees and an annual operating budget of \$3.5 million. In FY 2005-2006, staff conducted over 130,000 inspections and issued over 6300 permits with a valuation of \$635 million. In addition, 23,000 customers were served at our public counter. The Assistant Building Official will play a key role in assisting the Building Official in administering all functions of the Division and will provide leadership and guidance in implementing new technologies and policies which will streamline operations. Riverside's Building and Safety Division enjoys a solid reputation as innovative, customer friendly and professional. As the recipient of the 2004 CALBO Building Department of the Year Award for the State of California, Riverside has a proven record of excellence.

## EDUCATION AND EXPERIENCE

The ideal candidate will possess the equivalent to an Associate of Arts degree in Building Technology, or a related field. Completion of a certificate program in Inspection Technology, Supervision, or related subjects will be considered as partial fulfillment of this requirement. A Bachelor's degree in a related field is highly desirable. Five years of experience in building inspection and/or plan check for a public agency, with at least one year of lead/supervisory experience.

### Necessary Special Requirement

Possession of or ability to obtain an appropriate, valid California motor vehicle operator's license.

Possession of current certifications as a Building Inspector and Plans Examiner from the ICC.

Possession of ICC Certification as a Certified Building Official is desirable.

## COMPENSATION

Salary is \$5,919 – \$8,795\*\* per month. The City offers an extremely attractive benefits package, including:

- Retirement—The City is a member of the State of California Public Employee's Retirement System (PERS) and provides employees with the 2.7% @ 55 formula. The City also pays the employee's contribution toward the plan.
- Health Insurance—The City offers two health insurance plans and contributes up to \$806 per month for employee and dependent coverage.
- Dental Insurance—The City provides two dental insurance plans and contributes \$45 per month.
- Life Insurance—The City provides and pays for term life insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 to a maximum of \$500,000.
- Deferred Compensation—The City contributes up to \$200 per month to a 457 deferred compensation plan for a minimum \$25 monthly employee contribution.

\*\* Higher salary range pending Council Approval.

## THE COMMUNITY

Recently named one of "America's Most Livable Communities," Riverside is the largest city within one of the fastest growing regions in the country. As the 12th largest city in California, Riverside has a diverse population of approximately 300,000, covering over 85 square miles. Strong elected, civic, and business leadership has enabled a diversified economy, balanced land uses, quality developments, cultural amenities, and a progressive outlook that supports the community today and well into its promising future.



The City is centrally located in the Inland Empire Region, approximately 60 miles east of Los Angeles and 100 miles north of San Diego. As the City has continued to develop into one of the most economically powerful cities in Southern California, it has maintained its historic virtues and cultural roots.